

# Overseas Transfer Checklist for Japan

When you receive orders to transfer overseas, there are some initial preparations you may wish to undertake in advance of your departure. This checklist should help you organize yourself and your family for departure.

## **Medical/Health – OVERSEAS SCREENING FOR YOU AND YOUR FAMILY**

- ☐ Schedule all necessary appointments with your present command medical and dental officers. You and your family will be required to take a medical examination for clearance before going to your overseas assignment.
- ☐ Schedule eye examinations for all members of the family, particularly children.
- ☐ Arrange for duplicates of eyeglass prescriptions for any member of the family using glasses, as well as an extra pair of glasses for each.
- ☐ Check with the Medical Officer to ensure that your health record is up-to-date.

## **Passports**

- ☐ Obtain individual no-fee military passports for each command-sponsored family member. (\*Note: no-fee passports are issued for use between the U.S. and the overseas duty location only. If tourist travel to other countries is in your plans, a regular, fee-based, tourist passport may be required. You can apply for a tourist passport before you leave the U.S., or you can apply for one after you arrive at your overseas duty location.)

## **Legal**

- ☐ Schedule appointment with the Legal Assistance Officer serving your present command. Take copies of current wills, Powers of Attorney, insurance policies and other legal documents.
- ☐ Discuss legal needs in light of overseas transfer, including storage of and access to the following important documents:
  - ☐ Birth certificate of each family member.
  - ☐ Proof of marriage; proof of termination of previous marriage.
  - ☐ List of all bank accounts (with addresses and account numbers) including names of persons authorized to make withdrawals and sign checks.
  - ☐ Inventories of stored and shipped household goods.
  - ☐ Real estate records – deed, mortgage papers, title abstract, title insurance policy, closing statement, insurance policy on house, survey of property, tax receipts, leases, building cost figures, receipts for any improvements, cemetery deed.
  - ☐ Insurance policy on household effects.
  - ☐ Policies on separately insured valuables such as furs, antiques, jewelry, and paintings, with written appraisals.
  - ☐ Social security card for each family member, where applicable.
  - ☐ List of instructions for survivors.
  - ☐ Employment records for each adult – names, places, dates, copies of any instrument entitling employee or survivors to special benefits such as insurance, pensions, stock options, etc.
  - ☐ Medical history of each family member; this might be difficult to collect overseas if parents are deceased or if necessary for insurance purposes.
  - ☐ Income tax papers and significant tax returns. (Statute of limitations is 3-6 yrs.)

- ❑ Life, medical, disability, group insurance policies – amount and beneficiary of each policy with names and addresses. (Insurance companies generally require certified notification of death within 30 days, together with proof of birth and citizenship.)
- ❑ Stocks, bonds and other securities, date and cost of purchase, who purchased them and in whose names they are registered, list of stocks pledged as security for a loan, name of stockbroker, serial numbers.
- ❑ Proof of membership in any professional, fraternal or union organization that entitles estate to any benefits.
- ❑ List of charge accounts and credit cards with numbers.
- ❑ List of all assets and liabilities, including personal valuables, etc., with date of any insurance coverage (policy numbers, location of policies, etc.).

### **Schools**

- ❑ Notify your children's schools of impending travel plans in case special examinations must be scheduled to allow completion of term work. Request grade reports, test results, teacher evaluations, samples of work, etc., to facilitate grade placement at your new command.
- ❑ Collect copies of college/university transcripts.

### **Travel Arrangements**

- ❑ Coordinate travel plans with your PSD Office in accordance with orders (e.g., report no later than, report no earlier than, leave authorized, concurrent/non-concurrent travel).
- ❑ If shipping a pet call your airlines and get complete information including layovers, pet care facilities, and costs. The cost of pet importation may be a deductible item for income tax purposes, but in all cases the cost of pet shipment is the owner's responsibility. (See "Pet Importation Requirements for Japan")

### **Shopping**

- ❑ Notify all stores of charge accounts you wish to terminate.
- ❑ Collect mail order catalogs you might be interested in ordering from.
- ❑ Check with your sponsor for any essential items that may be unavailable or prohibitively expensive at your new command.

### **Household Effects**

- ❑ Read your Welcome Aboard Packet and **SITES** information thoroughly. It should help you to decide which possessions you will need to take with you and which you will place in storage. Bring only the items you'll need and try to avoid over-sized items.
- ❑ Make an appointment with the nearest Household Goods Office and set up an appointment for your pack out. A copy of your orders and Family Entry Approval message will be necessary to set a pack out date.
- ❑ Survey your possessions so that you can have any items repaired and cleaned that you plan to put into storage or ship to your overseas location.
- ❑ Obtain a written appraisal for valuable items (i.e. antiques, jewelry, furs or paintings) from a licensed appraiser.
- ❑ Prepare a general inventory by room, closet, attic, garage, etc., of all household and personal possessions both for your own use and so that you will be able to make an accurate estimate of their value for insurance purposes.
- ❑ Decide and list what you will include in your express shipment.
- ❑ Plan an unaccompanied baggage shipment that will enable you to set up light housekeeping at once since it might be 1-3 months before your surface shipment arrives.

**Notify Your Command**

- ❑ Write your sponsor and/or command regarding your travel itinerary. Include information about: departure from U.S., enroute stops, arrival date and time, carrier, number of family members who will be accompanying you. Include pet information, if applicable.

**Relatives**

- ❑ Provide your relatives with specific information on how to mail letters and packages to you, as soon as you know your forwarding address.
- ❑ Acquire a “portable” e-mail address (AOL, Hotmail, etc.) and provide it to your relatives (and others) so you can stay in touch “electronically.”
- ❑ Leave the local Red Cross telephone number with your relatives so they can notify you immediately in the case of a sudden illness or death in the family.

**Important Papers You Should Carry With You (Do Not Put In Baggage)**

- ❑ Passport for each family member.
- ❑ Proof of citizenship, if naturalized citizen.
- ❑ Immunization Record for each family member.
- ❑ Copies of insurance policies.
- ❑ Social Security cards.
- ❑ Driver’s licenses.
- ❑ School records.
- ❑ Medical/Dental records for each family member.
- ❑ Copy of any Powers of Attorney.
- ❑ Copy of Will(s).
- ❑ Credit cards, if desired.
- ❑ Inventories of accompanied baggage, all shipments and stored possessions.
- ❑ Copy of packer’s inventory.
- ❑ Receipt for baggage.
- ❑ Inventory of safe deposit box contents.
- ❑ Extra passport-size photos for each family member.
- ❑ Travel orders (several copies.)
- ❑ Car papers, including record of car/motor serial numbers and extra set of keys.
- ❑ Two sets of keys to your baggage.
- ❑ An address book or list, with names, addresses, phone numbers, e-mail addresses and important dates-to-remember, for everyone you intend to remain in contact with.
- ❑ All transcripts (college/university), licenses or certificates for employment purposes.
- ❑ Résumés (copies and on diskette) for spouse employment assistance. Include copies of all reference letters and point-of-contact list.